

Effective Date: 4/8/82  
Revised: 06/99  
Sept. 2012

**Town of Concord**

**APP # 20**

**Citizen Requests to Distribute Literature or Assemble on Public Property**

1. This policy applies to all requests to distribute information; set up tables; and to hold a public assembly on Town property generally available for public use, including areas adjacent to sidewalks and Monument Square. Requests for use of other Town owned property will only be granted if such use is not in conflict with the primary use of the area.
2. This policy does not apply to parades which require a permit by the Chief of Police.
3. The right of freedom of speech and public assembly is extremely important. The Town shall not distinguish or discriminate between groups requesting an opportunity to set up a table, distribute information, or assemble.
4. A citizen does not need the Town's permission to simply pass out information leaflets or talk to people in the above mentioned locations. However, permission is required to solicit funds or pass out leaflets for commercial purposes (Town Bylaws re: Hawkers, Peddlers, Solicitors).
5. All requests to set up tables, sound equipment, chairs, or conduct a formal event shall be made in writing to the Town Manager's Office.
6. Requests shall be handled by the Deputy Town Manager.
7. Permission shall be granted in writing, which may include electronic correspondence.
8. Tables located on the sidewalk shall not exceed 24" in width and shall not protrude on the sidewalk in such a way as to obstruct pedestrian traffic. Set up of tables, sound equipment and chairs on Monument Square will be restricted to the brick areas only.
9. Permission shall be granted for specified dates and specified times and shall be limited to between the hours of 9:00 a.m. and 9:00 p.m. Those granted permission shall be required to pick up any handouts or other materials related to their activity which may be improperly discarded in the area.

10. The exact location shall be a mutually agreeable point.
11. Requests shall be granted on a first-come, first-served basis. Once permission has been granted for use of a location, permission shall not be granted concurrently to a second group if a potential conflict exists.
12. There shall be a separate request and separate permission granted for each seven day cycle starting on Monday.
13. No activity shall block vehicular traffic on the adjacent roadways unless separate permission is acquired from the Chief of Police and the petitioner bears any additional costs for police service.
14. The petitioner may be required, depending upon the nature of the request, to engage in further coordination with the Chief of Police (or his/her designee) to ensure the safety of all participants and others concurrently using the area.

Distribution: All Department Heads